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ABSTRACT

Intended to assist teachers, guidance counselors, administrators, and supervisors in helping students become aware of employment and career opportunities in business and office occupations, this manual contains a variety of business and office education recruitment materials. Discussed in the introduction are creating an image for business and office occupations, eliminating sex stereotyping in the instructional setting, recruiting students, and using recruitment materials. Following suggestions for using a separately available slide-tape presentation showing a variety of people working in an office setting as well as students preparing for office occupations, the script of the presentation is provided. Also included are sample fact sheets pertaining to business and office occupations; sample student handouts explaining business and office occupations education course offerings; and newspaper and radio releases to announce course offerings, registration times, employment and career opportunities, various technological advances that will have an impact on business and office occupations, and special events related to business and office occupations education programs. Instructions are given for using these materials. (MN)

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BUSINESS AND OFFICE EDUCATION

RECRUITMENT MATERIALS

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Virginia Department of Education
Richmond, Virginia 23216

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CE 027 517

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INTRODUCTION

Teachers, guidance counselors, administrators, and supervisors are confronted daily with the need to help students become aware of employment and career opportunities. The materials in this manual and the accompanying slide-tape presentation have been prepared to assist with this task. The materials provide an introduction to business and office occupations and are intended to generate interest on the part of students in the many excellent employment prospects available in administrative support and other business and office occupations.

Creating an Image for Business and Office Occupations

Business teachers are the key individuals in the recruitment of students for business and office occupations. To effectively recruit students, business teachers must develop an image for business education that is attractive to all students--male, female, those seeking employment upon graduation, those planning to continue their education, gifted and talented, handicapped, and disadvantaged to mention a few categories. Some factors that teachers can stress in creating a positive image for the business department include:

1. Business and office occupations, including administrative support occupations, are the fastest growing occupational group in the United States. Between now and 1990, 11.8 million replacement workers and 4.8 million new workers will be employed in these occupations.

2. A wide variety of jobs suitable to students with all types of capabilities are available in business and office occupations. Preparation for Business and office occupations need not be limited to those who can master and become proficient in shorthand and typewriting.

3. Good working conditions are found in business and office occupations employment. Benefits that office workers enjoy include pleasant surroundings, regular work hours, paid vacations, health insurance, and opportunity for advancement.

4. Opportunities exist in business and office occupations for both young men and women. Business teachers must be careful not to create the image that their courses are appropriate for female students only.

5. A wide variety of career opportunities exist in business and office occupations. Data processing, word processing, micrographics, and reprographics are examples of office systems that offer career advancement opportunities to young workers. Business teachers are responsible for learning about these career opportunities and for informing students of them.

Continuous effort on the part of every business teacher is essential in developing an image of business and office occupations that will attract students to business education courses.

Eliminating Sex-Stereotyping in the Instructional Setting

A problem that has historically plagued business education is the perception that occupational preparation for business and office occupations at the secondary level is suitable only for female students. Today, nothing could be further from the truth and business teachers must work to eliminate sex-stereotyping in the instructional setting. Some things business teachers can do to help eliminate sex-stereotyping in their instruction include:

1. Thinking of office workers as administrative support workers--this includes visualizing the broad scope of office occupations available and being careful not to restrict one's own perception of business and office occupations.

2. Informing students that office occupations are appropriate for and provide opportunities for all types of students: male, female, creative, detailed, outgoing, reserved...

3. Providing an instructional setting free of sex-stereotyping. Following are some suggestions for doing this that require no additional time nor money:

   a. Do not refer to business students as "girls."
   b. Do not refer to supervisors, bosses, and executives as "he" and the administrative support workers (clerical workers) as "she."
   c. Do not expect different standards of behavior from female students than from male students.
   d. Do not continually associate administrative support occupations with members of the female sex.
   e. Consciously make an effort to depict office occupations as appropriate for males.

4. Examine instructional materials to be sure they do not depict administrative support workers as women only.

5. Examine your own statements and implications of what you say--do you let the world know that you consider office occupations as appropriate for women and not for men?

Recruiting Students

A number of procedures have been and will continue to be used in successfully recruiting students to business and office education courses. A

few basic suggestions to remember when recruiting include:

1. Seize any opportunity to let others know about the business and office education program and of the employment and career opportunities available to students who complete business courses.

2. Plan a recruitment program. You don't need an elaborate plan, but at least list activities that will occur throughout the year that will provide an opportunity for the recruitment of students.

3. Publicize as appropriate--offer a good, sound program that will prepare students for the many opportunities available in business and office occupations and inform the public of the program.

4. Work through the FBLA--students already experiencing success in business courses and involved in FBLA can more readily relate the strengths of the business program to other students than teachers and guidance counselors. Students know what aspects of the business program attracted them and what benefits they are deriving from being business students and can effectively tell prospective students about the business offerings.

Using Recruitment Materials

The materials in this manual and in the accompanying slide-tape presentation are designed to inform prospective students and others of employment opportunities in business and office occupations. The intent of the materials is to attract students to the occupational area not to oversell them on it.

The materials provided include:

- A slide-tape presentation
- Sample fact sheets
- Sample student handouts
- Sample newspaper and radio releases

Specific suggestions for using the recruitment materials are provided in the four sections of this manual that follow.

SLIDE-TAPE PRESENTATION*

The slide-tape presentation is approximately eight minutes in length and shows a variety of people working in the office setting as well as students preparing for office occupations. The intent of the presentation is to inform of the many opportunities available in business and office occupations and to give the viewer some insight into the nature of office work.

The presentation is aimed at interesting students, primarily middle and junior high school students, in business and office occupations preparation. However, it can also be used to inform parent, professional, and civic groups of opportunities in business and office occupations. At a recruitment session, the presentation can serve the function of focusing attention on business and office occupations, and the individual leading the session can use it as a springboard for providing more details about the occupational area. The presentation provides the prospective student with background information that will help the student understand information on the fact sheets and handouts included in this manual.

Some suggestions for use of the slide-tape presentation follow:

1. Show it at an appropriate time, February or March--prior to registration for the upcoming year, to business exploration, beginning typewriting, and general business classes.

2. Show it with slides added that provide information about the business and office education offerings available locally.

3. Show it at sessions provided by guidance counselors to inform students of career opportunities.

4. Have the FBLA sponsor sessions where the presentation is shown.

5. Show it at parent, professional, and civic group meetings. Use the presentation as an introduction to your talk.

6. Show it to the business education and general vocational advisory committees.

7. Show it to other members of the faculty so they will learn of employment opportunities available in business and office occupations.

*The slide-tape presentation is available from the Virginia Business Education Service, Virginia Department of Education, P.O. Box 6Q, Richmond, VA 23216.

Slide-Tape Script

BUSINESS AND OFFICE OCCUPATIONS: OPPORTUNITY FOR THE FUTURE

	Slide	Script
1.	Outside of a business----------	Music
2.	Outside of a business----------	Music
3.	Graphic:---------- BUSINESS AND OFFICE OCCUPATIONS: OPPORTUNITY OF THE FUTURE	Music
4.	Graphic:---------- PRODUCED BY THE DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION, VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY FOR THE DIVISION OF VOCATIONAL EDUCATION VIRGINIA DEPARTMENT OF EDUCATION	Music
5.	Outside of a business----------	Music
6.	Street scene----------	The world around you is a fascinating, changing place.
7.	Students talking together---------	There are many decisions to make about <u>your</u> place in that world.
8.	Young man and young woman---------	You've probably already begun to think and talk about major decisions that will shape your future.
9.	Close-up of one student----------	What would you like to be doing next year?
10.	Close-up of two students looking into the distance---------	In five years?
11.	Graphic:---------- 5 years 10 years	Where will you be in ten years?
12.	Two office workers----------	If you are fortunate enough to have already discovered the area of work which interests you, you must still think about such things as . . .
13.	Housing scene----------	. . . where you would like to live . . .

14.	Person paying bills----------	. . . how you can earn enough money to live decently . . .
15.	Man smiling----------	. . . how you can build a future that will bring you satisfaction.
16.	Graphic:---------- BUSINESS AND OFFICE OCCUPATIONS OFFER UNIQUE EMPLOYMENT POSSIBILITIES	Business and Office Occupations offer unique employment possibilities for the future.
17.	Street of office buildings--------	If you take a look around, you'll see businesses, industries, . . .
18.	Government office building--------	. . . and government agencies that serve you every day.
19.	Graphic:---------- ALL RIGHT! I CAN USE THIS!	They bring you information that helps make life easier. Information, in fact, is the crucial product of all office work.
20.	Man at copy equipment----------	Information is reproduced . . .
21.	Woman at typewriter----------	filed, accumulated, . . .
22.	Mail room----------	and distributed in dozens of different ways.
23.	Woman at computer equipment-------	Consider how this information is brought to you.
24.	Woman at calculating equipment----	In the United States over 16 million people are employed as office workers in a variety of situations.
25.	Graphic:---------- OCCUPATIONAL GROUPS	Business and office workers form the largest occupational group in this country's labor force.
26.	Office workers----------	The constant need for more accurate and up-to-date information increases the need for business and office workers.
27.	Man at terminal----------	The growing demand for these employees could well mean that there is an interesting, challenging position waiting for you.
28.	Graphic:---------- NEW DEVELOPMENTS	Let's take a look at some of the dramatic new developments that are changing office procedures from coast to coast.
29.	Man at typewriter----------	Rapidly developing technology has already caused many changes. In the last few years alone, more new office products have been introduced than ever before.

30.	Word processing equipment---------	Many of these products involve word processing, data processing, . . .
31.	Key entry equipment----------	. . . and other means of improving the communication of information from one place to another.
32.	Computer equipment----------	The new boom in electronic equipment will speed the transmission of visual, audio, and written information.
33.	Computer and operator----------	Computer centers rapidly process information so it will be available immediately to individuals who need it. Sophisticated equipment allows even small businesses to improve their operations.
34.	Office workers----------	Office work will become more pleasant and more challenging as new, improved communication systems are used.
35.	Man operating diazo machine-------	Employees, however, will remain the important element of the systems.
36.	Same man smiling----------	Technical communication systems are only as effective as the people who operate them.
37.	Graphic:---------- UNEMPLOYMENT? NOT TRUE! NOT TRUE!	What does increased communication of information mean for the labor force? Automation and technology have not, as many predicted, reduced the number of jobs available for office workers.
38.	Office workers----------	New jobs are constantly being created as the demand for more accurate and up-to-date information increases.
39.	Graphic:---------- BUSINESS AND OFFICE JOBS	By 1990, over 4.8 million new jobs will be created in office occupations by expanding communications technology.
40.	Graphic:---------- ADDITIONAL BUSINESS AND OFFICE WORKERS	11.8 million individuals will be needed to replace workers in jobs that already exist.
41.	Woman discarding files----------	What technology <u>is</u> doing for the office worker is eliminating many routine tasks. Information is now processed automatically.
42.	Office workers conferring---------	With more accurate, quickly available information, the office worker is free to attend to more important and challenging tasks.

43.	Graphic:---------- ADVANTAGES	Business and office careers offer a combination of advantages you find in no other employment. Let's take a closer look to find the reasons people choose careers in business and office occupations.
44.	Close-up of woman executive-------	(Woman:) I took a long time to investigate job possibilities. I wanted something with a future.
45.	Same woman working----------	Here, my possibilities for advancement are practically unlimited. A hard-working, responsible, energetic person really does have a chance to become an executive.
46.	Men talking----------	(Man:) This office is a pleasant place. People here care about each other and are willing to help with any problem. It's a <u>people</u> oriented place.
47.	Man talking with secretary--------	(Man:) For many years I worked long hours for little pay. As an office worker, I have regular hours with a good, steady income.
48.	Same man with family----------	My paid vacations let me spend time as I want. The benefits are good. I like it here.
49.	Woman working at desk----------	(Woman:) My work is exciting. Every day something unexpected happens and that keeps me on my toes. I have the chance to solve problems and contribute in meaningful ways to the work that is going on.
50.	Same woman smiling----------	Here I feel that what I have to offer is important.

51.	Graphic:---------- OFFICE OCCUPATIONS	Office occupations require a challenging blend of skill and knowledge.
52.	Students in class----------	In your high school, programs exist that offer technical training, information about the newest equipment, and training in the personal skills of a good employee.
53.	Student completing forms----------	These programs can help you learn what it's really like to work in an office.
54.	Students on a field trip----------	You'll have the opportunity to visit real businesses and talk to people who can help you make decisions.
55.	Graphic:---------- ACCOUNTING REPROGRAPHICS BUSINESS PRINCIPLES STENOGRAPHY DATA PROCESSING	The courses you will find might include: accounting, word processing, data processing, office supervision, management and others.
56.	Graphic:---------- DATA ENTRY CLERK COMPUTER OPERATOR ACCOUNTANT DATA PROCESSING SUPERVISOR PAYROLL CLERK CREDIT MANAGER LEGAL SECRETARY ADMINISTRATIVE ASSISTANT WORD PROCESSING SUPERVISOR OFFICE MANAGER	These courses will prepare you for jobs in a wide range of areas. Here are some of the jobs you might consider.
57.	Students with counselor----------	Whatever you choose to explore, consult with the counselors and business teachers in your schools.
58.	Student with teacher----------	They can help you make wise educational and occupational choices that suit your needs.
59.	Office workers meeting----------	Whatever your personal work goals are, you will find that jobs in business and office occupations offer exciting possibilities.
60.	Man	
61.	Woman	
62.	Two women	

63. Graphic:---------- Music
WRITTEN AND DEVELOPED BY
B. JUNE SCHMIDT, ED.D.
MARY M. MCGOUGH
VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

64. Graphic:---------- Music
SPECIAL THANKS TO
HARVEY HUBBLE INC.
SALEM HIGH SCHOOL
NATIONAL BANK OF BLACKSBURG

65. Graphic:---------- Business and office occupations: Opportunity of the future.
BUSINESS AND OFFICE
OCCUPATIONS: OPPORTUNITY
OF THE FUTURE.

FACT SHEETS

Fact sheets are just one type of handout that can be used to inform students and others of business and office occupations. The two fact sheets provided are intended only as samples. They give some broad, basic facts about the occupational area. The ones actually used should include facts about the local employment situation for business and office occupations. Further, they should be enhanced with appropriate art work. Preparation of fact sheets that would appeal to prospective students could be an FBLA project.

Some suggestions for the use of fact sheets follow:

1. Distribute and review them following the showing of the slide-tape presentation.

2. Distribute them at open houses, registration sessions, career days, and other similar events.

3. Distribute them through FBLA functions.

4. Keep a supply of them available in the guidance office, the vocational principal's office, and the business department reception area.

5. Mail them to advisory committee members.

6. Mail them to key members of parent, professional, and civic groups.

BUSINESS AND OFFICE OCCUPATIONS FACT SHEET

MYTH: There are already enough trained workers for jobs in business and office occupations.

FACT: By 1990, nearly 5 million new jobs will be created and almost 12 million replacement workers will be needed.

* * * * * *

MYTH: Technology has eliminated numerous office jobs.

FACT: New developments in computers, office equipment, and communication technology have created more jobs for people who process information in offices.

* * * * * *

MYTH: Office jobs are dull and routine.

FACT: Business and office occupations include job possibilities in interesting areas such as data processing, accounting, reprographics, administrative support, word processing, and micrographics.

* * * * * *

MYTH: Good jobs just aren't available any more.

FACT: Secondary and post-secondary schools prepare thousands of people every year for entry into secure, rewarding jobs in business and office occupations.

* * * * * *

MYTH: Young men should not consider employment in office occupations.

FACT: The unlimited opportunities available in office work provide potential for any young person interested in a challenging and rewarding career.

* * * * * *

MYTH: Opportunities for advancement are limited in office occupations.

FACT: Many organizations offer on-the-job training programs to help office workers advance.

TEN FACTS ABOUT BUSINESS AND OFFICE OCCUPATIONS

FACT: Office occupations are the fastest growing occupational group in the United States.

FACT: By 1990, 11.8 million office workers will be needed to fill jobs that already exist; 4.8 million more workers will be needed to fill new jobs.

FACT: Opportunities exist in office occupations for young men as well as young women.

FACT: Advances in information processing technology increase the number of office jobs available--the need for more accurate and up-to-date information continually creates a demand for more office workers.

FACT: Students can prepare for and find employment in office occupations immediately after high school.

FACT: On-the-job training programs are available in most organizations for office workers interested in job advancement.

FACT: Employment in an office occupation provides job security and a wide range of fringe benefits including paid vacations, pleasant working conditions, and health insurance.

FACT: Office equipment that rapidly completes routine tasks frees the office worker for more interesting activities.

FACT: Office jobs are available for people with diverse capabilities--all the way from jobs that require attention to detail to jobs that require creativity to jobs that require the ability to meet the public.

FACT: Skills and knowledge developed in business and office occupation courses can be used both to gain employment and to manage personal business affairs.

STUDENT HANDOUTS

The student handouts include a tear-off section for prospective students to indicate a definite interest in business and office occupations preparation. Similar to the fact sheets, the student handouts provided are intended only as samples. They supply some ideas that can be adapted for local use. As with the fact sheets, the preparation of the student handout sheets could be an FBLA project.

Some suggestions for the use of the student handouts follows:

1. Distribute and review them following the showing of the slide-tape presentation.

2. Distribute them at open houses, registration sessions, career days, and other similar events.

3. Distribute them through FBLA functions.

4. Keep a supply of them available in the guidance office, the vocational principals office, and the business department reception area.

5. Mail them to advisory committee members.

6. Mail them to key members of parent, professional, and civic groups.

(Name) HIGH SCHOOL
(Street Address)
(City, State, ZIP Code)

TO: Prospective Students

FROM: Business and Office Education Department

The Business and Office Education Department at (Name) High School offers courses that will prepare you for entry into challenging, well-paid office jobs.

Office workers or administrative support workers constitute the largest occupational group in the United States. By 1990, 11.9 million replacement workers will be needed and 4.8 million new jobs will be created.

If you want employment with real potential, consider some of the advantages of a business and office occupation career.

- Excellent employment prospects
- Good salary
- Opportunity for advancement
- Job security
- Paid vacations
- Pleasant working conditions
- New communication technology
- Employment for any qualified individual, male or female
- A chance to make a difference

If you are interested in learning skills that will prepare you for a fulfilling, career, return the form below to your counselor.

(Name) High School
(Street Address)
(City, State, ZIP Code)

I am interested in learning more about the Business and Office Education Program at (Name) High School. Please provide me with more information.

Name: _____

Street Address: _____

City, State, ZIP Code: _____

(Name) High School

(Street Address)

(City, State, ZIP Code)

The Business Education Department has a variety of courses available that can prepare you for employment in an interesting, good paying job immediately after high school. Or if you prefer, you can use the courses as a basis for further education.

Talk to your counselor today about your future in business and office occupations and stop by the Business Education Department. We'll help you learn about the many opportunities available in this field for young men and young women.

BUSINESS AND OFFICE OCCUPATIONS
OPPORTUNITY OF THE FUTURE

BUSINESS EDUCATION OFFERINGS

To prepare for entry level occupations in business data processing, enroll in:

General Business
Typewriting
Business Data Processing I & II
Accounting.

To prepare for entry level occupations in administrative support occupations including stenographic and secretarial, enroll in:

General Business
Typewriting
Stenography I & II
Office Supervision and Management.

To prepare for entry level occupations in other areas of office technology, enroll in:

General Business
Typewriting
Clerk-Typist I & II
Recordkeeping.

To prepare for further education in order to qualify for a professional business career, enroll in:

Any of the above offerings.

(Detach here)

BUSINESS AND OFFICE OCCUPATIONS
OPPORTUNITY OF THE FUTURE

If interested, provide the information requested below to your counselor.

_____
(Name)

_____
(Address)

_____

_____
(Phone)

- Look Ahead
- Become Employable
- Take Business Education Courses

SAMPLE B
(Student Handout)

NEWS RELEASES

Sample recruitment materials provided in this section include newspaper and radio releases. In addition, suggestions are provided for preparing the releases.

Both local and school newspapers should be considered when preparing newspaper releases. Some suggestions for the use of newspaper and radio releases follow:

1. To announce new offerings.

2. To announce times of registration.

3. To inform of employment and career opportunities in business and office occupations.

4. To publicize technological advances that will have an impact on employment in business and office occupations.

5. To promote special events including vocational fairs, open houses, and career day programs.

6. To inform of special offerings in the business department such as awards won by students.

PREPARING NEWSPAPER RELEASES

1. Type the release double spaced, on 8½ by 11 inch paper with 1½ inch margins.

2. Put your name, the name of your organization or school, your address, your school and home phone numbers, and the date at the top of each page.

3. Indicate the date after which the information can be released or if it can be published anytime, write "For Immediate Release".

4. Don't write your own headline.

5. Avoid slang or jargon, and don't use abbreviations.

6. Use short sentences.

7. Don't be too wordy. Be clear about what you want to say.

8. Keep in mind the release date so that the wording makes sense. Use specific dates rather than "yesterday" and "tomorrow".

9. If the release runs more than one page, type "more" at the end of the page. At the end of the release, type "end" or "###".

10. Hand delivery is best.

11. If possible, send a black and white photograph with the release. An action photo is best. Write an identifying caption with individuals in the photo named from left to right.

12. Send the release to all newspapers in town. Don't play favorites.

NAME:

SCHOOL:

ADDRESS:

PHONE: WORK
HOME

DATE:

RELEASE DATE:

On Tuesday evening, February 3 from 7:30 to 9:30 p.m., the Business and Office Education Department will hold an open house at ____(Name)_____ High School. The open house is sponsored by the Future Business Leaders of America, a student organization. FBLA members will serve as hosts and will conduct tours of the department. All interested members of the community are invited to attend.

The Business and Office Education Department offers courses designed to prepare both youths and adults for employment in a wide range of office career opportunities including accounting, office equipment operation, data processing, administrative support, secretarial, and word processing. In the decade of the 80's, office workers will be the fastest growing occupational group in the United States with 4.8 million new workers and 11.8 million replacement workers needed. The local situation duplicates the national scene with numerous opportunities in office work for both men and women who have attained the information processing skills required for office occupations.

###

NAME:

SCHOOL:

ADDRESS:

PHONE: WORK
HOME

DATE:

RELEASE DATE:

(Name) High School's Business and Office Education Department offers a program called "Onward". It is designed to help unemployed individuals, men and women, prepare for employment. Individuals enrolled in the program improve their basic skills in writing, speaking, reading, and mathematics. In addition, they complete courses that will prepare them for the many jobs available locally in business and office occupations. Counselors are available for individuals who wish more information.

Registration for the Onward Program will be Wednesday evening, May 21, 7:00 to 9:00, at (Name) High School. Anyone who cannot come to registration, can phone 331-8112 between 8:00 a.m. and 5:00 p.m. any day of the week for information about the program.

###

PREPARING RADIO RELEASES

1. News copy is generally 15 seconds (approximately 30 words) or 30 seconds (approximately 65 words) in length.

2. Contact the radio station's public service director or program director to arrange for publicity release.

   If possible, get to know this person. Explain your objectives and ask for assistance.

3. Radio announcements can be used to announce scheduled school events, describe new offerings, build interest in existing programs, inform of registration for new school terms, and other items of interest.

4. Find out about deadlines at the station and stick to them. If possible, submit copy to the director seven to ten days in advance of when it is to be used.

5. Typewrite copy in all caps, triple space on 8½ by 11 inch paper. Start a third of the way down on the page. Leave ample margins. Type "-15-", "-30-", or "###" at the bottom of the copy.

6. Put your name, the name of your organization or school, your address, your school and home phone numbers, and the date at the top of the page.

7. Be sure to include the date after which the information can be released, the release date.

8. Submit three copies of all materials.

9. Send a letter of thanks to station personnel for use of your announcement as a public service.

NAME:

SCHOOL:

ADDRESS:

PHONE: WORK
HOME

DATE:

RELEASE DATE:

FUTURE BUSINESS LEADERS OF AMERICA IS A STUDENT ORGANIZATION AT YOUR HIGH SCHOOL. IT HELPS STUDENTS LEARN OF OPPORTUNITIES FOR CAREERS IN BUSINESS AND OFFICE OCCUPATIONS. EACH YEAR MORE MEN AND WOMEN ARE NEEDED FOR THESE OCCUPATIONS THAN ARE PREPARED. FBLA AND YOUR HIGH SCHOOL COUNSELOR CAN HELP YOU DISCOVER HOW TO USE YOUR TALENTS IN AN OFFICE CAREER. FOR MORE INFORMATION, CALL 649-3848.

-30-

NAME:

SCHOOL:

ADDRESS:

PHONE: WORK
HOME

DATE:

RELEASE DATE:

REGISTRATION IS IN PROGRESS, THROUGH AUGUST 30, FOR FALL CLASSES AT ___(NAME)_____ HIGH SCHOOL. FIND OUT ABOUT COURSES OFFERED BY THE BUSINESS AND OFFICE EDUCATION DEPARTMENT FOR ADULTS. THESE COURSES PREPARE MEN AND WOMEN FOR INTERESTING, GOOD-PAYING JOBS IN OFFICE OCCUPATIONS, THE FASTEST GROWING FIELD OF EMPLOYMENT IN THE UNITED STATES. DON'T WAIT. FOR MORE INFORMATION, CALL ___(NAME)_____ AT 649-3848 OR COME TO THE SCHOOL BETWEEN 8:00 A.M. AND 5:00 P.M.

-30-